Scarborough.

HOME FREE SERIES

Phi Beta Filer™

by Elizabeth Levin. An easy-to-use file system... designed for home and family... functional use of color and sound... sorts, prints and tallies, too. Unique Quiz-Master™ mode develops games and exams. A bonus second disk with ready to use forms and quizzes included.

Paper Route

Gifts

Taxes

Books

Credit Cards

Birthdays

For ages 8 to adult

Commodore 64, Disk Drive

Scarborough.

HOME FREE SERIES

Phi Beta Filer™

by Elizabeth Levin. An easy-to-use file system... designed for home and family... functional use of color and sound... sorts, prints and tallies, too. Unique Quiz-Master™ mode develops games and exams. A bonus second disk with ready to use forms and quizzes included.

Paper Route

Gifts

Taxes

Books

Credit Cards

Birthdays

For ages 8 to adult

Apple II Plus/IIe, 48K, One Disk Drive.

Your Phi Beta Filer™ disk.

HOME FREE SERIES

Phi Beta Filer™

Created by LizzyCorp.
Programmed by Elizabeth Levin.

Published by Scarborough Systems, Inc.
25 North Broadway, Tarrytown,
New York, 10591 U.S.A.

Copyright © 1984 by
Scarborough Systems, Inc.
Trademark 1983 by
Scarborough Systems, Inc.
All rights reserved.

Copyright Notice.

This manual and the software described in it are copyrighted. All rights are reserved. This document and the software in it may not, in whole or in part, be copied, photocopied, reproduced, translated or reduced to any electronic medium or machine readable form without prior written consent from LizzyCorp and Scarborough Systems, Inc.

This program contains a high speed operating system called DIVERSI-DOS™, which is licensed for use with this program only. To legally use DIVERSI-DOS with other programs, you may send $30 directly to: DSR, Inc., 5848 Crampton Court, Rockford, IL 61111. You will receive a DIVERSI-DOS utility disk with documentation.

S&H Software makes no warranties either expressed or implied, regarding the enclosed computer software package, its fitness for any particular purpose or its merchantability.

© Copyright 1984 Scarborough Systems, Inc. All Rights Reserved.

Table of Contents.

Introduction 7
What you need to use Phi Beta Filer 7
How to use this manual 7
Quick Start 9
Suggested Uses 19
Household uses 19
Books 19
Credit cards 22
Home inventory 23
Additional household uses 25
Record albums 25
Fish 25
Gift file 26
Plants 26
Tax deductibles 27
Car maintenance 27
Sports 28
Bowling league 28
Bowling records 30
Collections 32
Coin collections 32
Additional collections 34
Stamp collections 34
Rock records 34
Collectibles and antiques 35
Paper route 36
Get Smart—The Story of Quizzes 39
Making Your Own Files 41

Reference Section 47
Getting started 49
Main menu 50
Select a file 51
Make or edit labels
  Enter labels 53
  Sub-menu 54
Add records
  Enter data 55
  Sub-menu 57
Find or edit records
  Find which records? Sub-menu 58
  Find which records? Enter conditions for selection 60
  Sub-menu 62
  Enter or edit data 64
Sort records 65
Print records
  Print which records? Sub-menu 68
  Print which records? Enter conditions for selection 70
  Select a print format 72
  Select a print format type 75
  Enter line format 76
  Enter column format 78
  Sub-menu 79
Copy labels or records
  Why copy? 81
  Copy which records? Sub-menu 83
  Copy which records? Enter conditions for selection 85
Delete a file 87
Quiz 88
Alphabetical listing of error messages 92
Technical notes 94

Introduction.

What you need to use Phi Beta Filer.

1. An Apple computer system
   An Apple II+, Apple II with language card, or an Apple IIe.
2. A video monitor or television set with RF Modulator.
   Color desirable but not required.
3. A 16-sector APPLE disk drive with the controller card placed in slot 6.
4. The Phi Beta Filer Program Disk.
5. The Phi Beta Filer Data Disk.
6. A blank disk to hold your data files.
   See Quick Start.

To use the *print records* option you will need:

7. A printer, with its controller card placed in any slot other than slot 6.

A second disk drive is optional. If you have two drives, keep the Phi Beta Filer program diskette in drive 1 and your data diskette in drive 2, and thereby avoid the occasional switching between the program diskette and data diskette in drive 1.

How to use this manual.

• First, check and make sure you have the right equipment. Then, if you are feeling brave, you may want to dive right into the program. Phi Beta Filer is easy to operate, and if you are familiar with your computer you can probably start without any help. Finish reading this introduction so you will know how the manual is organized if you ever need it.

• Otherwise, you should read over the section called Quick Start and perform the examples on your computer. You will learn the basics of Phi Beta Filer as you go through this section. It is only a few pages long.

• Now look over the chapter called Suggested Uses. There are more than a dozen uses, from keeping track of a paper route for kids to keeping track of credit cards for adults. While you don't need to try all the examples, each one will give you appreciation for the different things you can do with Phi Beta Filer. Try at least one or two that interest you particularly, and skim over the others.

- Finally, please read through the chapter called Making Your Own Files. It shows you how to make your own files, and how to put data into those files so you get the most out of them.

- Now put aside the manual and begin enjoying the program. The rest of the manual is a reference manual. You use it only when you need to know more about a specific part of Phi Beta Filer. It isn't meant for easy reading, but it does have the details about how all the Phi Beta Filer options work.

- One additional note. Holding down the CONTROL key and pressing the G key at the same time will turn off all the sounds that the program makes. (There are a lot of them!) Doing it again when the sound is off will turn it back on. Holding down the CONTROL key and pressing the Q key will let you leave Phi Beta Filer and do something else on your computer.

Quick Start.

Phi Beta Filer.

Welcome to Phi Beta Filer (PBF). PBF is an electronic tool that enables children and adults to organize lists and use that information on any topic of interest. It stores, organizes, sorts, displays, tallies, and prints information. It also allows you to create quizzes on any topic for the purpose of learning and for just having fun.

Before starting — copying your data disk.

Before starting to use PBF, you should make a copy of the disk that comes in the package called "Phi Beta Filer Data Disk." You will need to have a new blank disk or an old disk you no longer need, the PBF Data Disk, and the DOS 3.3 disk that came with your Apple. The copy program is located on your DOS 3.3 disk. The instructions on how to make a copy of a disk are located on page 65 and 66 of your Apple IIe Owner's Manual. (For the Apple II+, the instructions on how to make a copy of a disk are on pages 38-40 of the Apple II DOS Manual). Be sure to put a label on the copied disk so you won't confuse it with others later.

What happens when you boot the disk.

Booting means to put your PBF disk in your disk drive and turn your Apple on. If it is already on, hold down the CONTROL Key and the Open Apple key (Apple IIe only) and press RESET. After some whirring and spinning, the title pages come on your screen, and then you get the following message:

> Place your data disk in the drive
> Then press return.

Now is your chance to use the copy of the data disk you just made. Let's use that disk as your data disk for now. Later on, you can use any DOS 3.3 disk for your PBF data files. For now, put the disk you just made in your disk drive and press RETURN. (If you have two disk drives, put your copy of the PBF Data Disk in the second drive and type "2". You won't have to swap disks later on.)

Your main menu.

The *main menu*, which should now be on your screen, is the place that shows you the main things you can do with PBF. (It's called a menu because you pick things off of it, like you do at a restaurant.) Three words you should notice appear on the menu: file, labels, and records. Let's find out about files by picking the option that is already highlighted on your menu: *select a file*. Since it is already highlighted, you just press the RETURN key.

Selecting a file.

Selecting a file lets you pick which one of your lists you want to use. You may want to use your address book, for example, or you may want to leaf through your coin collection records today, or you may want to start a new file. (So you can see a file is just a list of similar items, which is pretty similar to what the word means in a normal office or home. When you "file" something, you are putting it away with other similar items.)

Your screen should show you a menu of the files we have provided with PBF on the PBF Data Disk. We want to pick ADDRESS BOOK. Picking an item off a menu is as easy as moving up and down. Find the up and down arrows on your Apple IIe (they are on the bottom row all the way on the right). For the Apple II +, use the left and right arrows, in approximately the same location. Try moving all around with the arrows. See what happens at the top and bottom of the list. When you have finished moving around, go back to ADDRESS BOOK. Then to let the computer know you are ready to go on, press the RETURN key.

Notice that you get a message telling you how many more records will fit on this file (244). Each file can hold 250 records, so this means that the file currently has 6 records in it. Now press RETURN again to get back to the main menu.

Reading your address book.

You are now back at the main menu. The option *add records* should be highlighted. We want to just read through the records in our address book, which we do with *find and edit records*. You know how to move up and down on any menu with the arrow keys, so move to *find and edit records*. When you get there, press the RETURN key.

Now you are looking at a blank page with labels in the ADDRESS BOOK list that comes with PBF. You see that blank page first to give you a chance to

decide how you want to look at the address book. If you want to look through all the records in your address book, you need not do anything on this page other than press RETURN. But if you wanted to look at only some of the records (everyone in New York, or everybody with a birthday in September) you will use this page to specify which records you are interested in.

Look at the bottom of your page. You will see a menu down there, like the other ones you've seen, except this one is written left to right instead of up and down. Since it is a "horizontal" menu, you can use your right and left arrow keys to move through it. Try using your left and right arrows to move back and forth through it.

When you are finished trying out the left and right arrows, move back to the *find* option. Now just press RETURN to start looking at your records. (A record, by the way, is one complete entry in your file; for example, one complete address in an address book, or all the information on one stamp in your stamp collection.)

Now you should be looking at the first entry in the address book, the one with Scarborough Systems' name and address. Press RETURN to go to the next record. Do that a few times. Then use your right or left arrows to pick out the option named *last record*. That lets you go back to the last record you looked at. When you know how to go back and forth between records, and you're ready, go back to the main menu by using your right and left arrow keys to move on the horizontal menu at the bottom of the page until the *main menu* option is highlighted. Then press RETURN.

Writing in your address book.

An address book is only useful if you can write in it. Adding a new entry to your address book or any other file is called "adding records." Back on the main menu, your cursor (that's the name for the highlighted bar that you move with the arrow key) should now be on *find and edit records*. But we want to *add records*. You know how to move on the main menu with the arrow keys, so move to *add records* and press RETURN.

You are now looking at the labels that make up an address book : the name, address, telephone, etc. They are blank because you said you wanted to add one. It's time for you to do a little typing. Take your time and fill in the blank address book in front of you with the following record. (Notice that you don't have to type the capital letters — PBF does it for you.)

first name: SALLY
last name: SALMON
address: 111 E. 1st STREET
city: NEW YORK
state: NY
zip: 10101
telephone: 212/945-2102
birthday: SEPTEMBER 24 1949

If you made any mistakes, they are easy to correct. Just press RETURN a few more times until you get back to the line you want. Then retype the line. You can go around as many times as you want. Take all the time you need. There's no need to rush.

When you have the entry just the way you want it, then look down at the bottom of the page. At the right hand bottom of the screen, it says "for menu ESC." ESC, which is short for "ESCAPE," is the topmost, leftmost key on your keyboard. Press it now. A menu of options should appear. We want to save the record we just typed in. The cursor is already highlighting the option marked *save record*. (If not, just move it back there.) Then press the RETURN key. The disk will whir and spin, and your record is stored away on the disk, to be retrieved any time you want it.

PBF is now ready for you to enter another record. This time, enter one of your own. Use your own name, address, and vital statistics and save them to the disk with the "save record" option . Take your time. Remember, you can correct your errors just by pressing RETURN until you get to the line and then retype. When you're finished, remember to use the "save record" option to save your record on the disk, and then use your right and left arrow keys to move to the option marked *main menu*. Press RETURN and you will be back to the main menu.

Finding an address.

Suppose you wake up one morning and say "I wonder what Sally's last name is? I'd like to call her." Since you can't remember her last name, it would be hard to look her up in a regular address book.

Your computer and PBF come to the rescue. Let's pick *find and edit records* to see how it works. Choose that option off the main menu and press RETURN.

You should now be looking at the blank address page, the one with the

labels but no data. Look down near the horizontal menu, on the bar that separates the labels from the horizontal menu. It says "FIND WHICH RECORDS?" Up until now we have just looked at each record, one after the other. Now we are going to tell the computer that we only want to look at some records, and we'll see how to tell it which ones.

We tell PBF which records we want to look at by means of "conditions for selection." For short we just say "conditions." PBF will show you every record in a file, or only some of the records in a file, depending on what "conditions" you give it. You can give it only one condition, or you could give it a condition for each label.

The cursor should be lighting up the *find* option, but we aren't ready to find. We want to type in a "condition," something that will let us find just the record that we want to see. Since we want to type, and noticing that in the lower right hand corner it says "to type ESC," let's press the ESC key (short for ESCAPE). Its the far left key in the top row on your keyboard.

We now see something we saw when we added a record — an underline bar, which is our invitation to type. But this time we are not going to fill out the whole record. Instead, we will just fill out the part we know and make that our "condition."

Since we know our friend's first name is SALLY, let's type that in the space after the "first name" label and press RETURN. And since that's all we know, that's all we'll type. Our condition for selection is that we want to see all records where the first name is SALLY.

Now down in the right hand corner, we see it says "for menu ESC" and so let's press ESC and we see the menu reappear at the bottom. The cursor on the horizontal menu is on "find" and this time we are ready to find, so press RETURN to give it a try. What comes up as record #1 is not what we saw before. The computer has skipped all the records that don't have SALLY as part of their first name. We will now only look at records that have SALLY somewhere in the "first name."

There is Sally Salmon, with her phone number and other information. Now we can call her. PBF went right to it since it was the first record in our file with SALLY as the "first name." Notice that the cursor on the horizontal menu is on "next record." If there were any other records with SALLY as the "first name," we would find them by pressing RETURN. Let's press RETURN. PBF tells us that only one record was found — that is, only one person in our address book with SALLY as the "first name." Press RETURN to go back to the main menu.

More than one condition.

Let's suppose now that we want to find a friend named FRED whom we went to school with and who lives in Boca Raton, Florida. Let's try looking for FRED like we did with SALLY, using the *find or edit records* option . By now you should be getting familiar with how to move around PBF. Move to *find or edit records* on the main menu, and then press the RETURN key.

Now we are ready to look for FRED. Press ESC to type, type FRED in as the "first name," press ESC to go to the menu again, and then press RETURN to "find."

Notice that we found an ALFREDO, a name which has FRED as part of it. Press RETURN to look for the next record. Still not the FRED we are looking for. Go through these records until the last "FRED" is found. The last one is the record we were looking for, a FRED in Boca Raton, Florida. Now press RETURN to go back to the main menu.

We can always find what we are looking for this way. But your address book can contain up to 250 records, so this could take a long time. It would be more efficient to add another condition to pick our FRED out from the crowd. Since we know he lives in Boca Raton, lets add another clue for PBF to pick him out — his city.

Pick out the *find or edit records* option and press RETURN. You will be looking at the page where you typed in the condition "FRED." This time we want to have two conditions: the "first name" "FRED" and the "city" "BOCA RATON." Press "ESC" to type, and enter both those conditions. Now PBF will look only for records with FRED in the "first name" and "BOCA RATON" in the city. Press ESC to return to the menu, and then press RETURN to "find."

This time we find our man right away. Hunting for things is easier and faster the more conditions you can give PBF.

Putting stuff in order — sorting.

Sometimes we want to see all of our records, but we want to see them in a certain order. For example, let's say we want to produce an alphabetical list of our address book, for use away from the computer. Or in a coin or stamp collection, you may want to order your records so that the most expensive items are first and the least expensive items last. At another time, for

historical reasons, you might want to order your collection by the date of acquisition — either the most current first, or the oldest first.

This process of ordering and reordering in computer jargon is called "sorting." PBF offers three kinds of sorting — for numbers you can sort low to high number or high to low. For letters, you can sort alphabetically from A to Z. Remember that once you sort your list you will have changed the order of it permanently. At least it is permanent until you sort it again.

Let's put our address book file in alphabetical order by last name. First, return to the main menu and choose the *find or edit records* option, just to check and see that the file is not already in order by last name. Then return to the main menu, and choose *sort records*. You are then presented with the list of all of the different labels in your entry. You will choose "last name" by moving the cursor to it and pressing RETURN. Next you choose which way you want to sort. Since "last name" is made of letters it can only be sorted from "a to z" — in other words, alphabetically. The other two options, high to low and low to high, are for sorting numbers. Do not use "high to low" or "low to high" for sorting letters. They won't hurt your files, but they won't come out in any particular order, either.

PBF then takes over, first reading all the records on the disk, then sorting them, and then returning you to the main menu.

Now check your file again by using the *find or edit records* option from the main menu. Look at the last name in each record. The file is now arranged so that all the records are in alphabetical order by last name. Sorting is one of the many things that PBF can do with an address book or any other file that you can't do as well or as easily without it.

Putting stuff on paper — printing.

An address book sorted in last name alphabetical order is most useful if you can take it away from the computer. If you own a printer, you can print any of your files in a number of different formats.

You choose the *print records* option off the main menu. First, you choose which records you want to print, in exactly the same way you choose which records you want to find in the *find or edit records* option. If you only want to print those records with the "last name" SMITH, you type in "SMITH" as a value for "last name" before pressing RETURN to "print."

Next you come to a new screen where you choose a print format. If you want to print things out just the way you see them on the screen, then you

would choose "screen format." If you want your printout to be in some other format, you would choose "new format." The other choice on that screen, "address book," is a format made just for the address book using the "new format" option.

Making a new format lets you decide on a way of printing a particular file, and then saving the format so you have it around the next time you want to print the file. There are two basic ways to print files: in a column format, with the possibility of totals for some of the columns, and line format, which is primarily for mailing labels. It is like screen format, but you can rearrange the order of the lines and the labels are not printed.

If you have a printer, choose "screen format" and try printing out your address book in screen format. The next chapter gives you many examples of column format and will give you a good idea of some of the things you can do when printing.

Deleting files.

You will want to get rid of files you no longer need. That's what it means to delete a file. PBF will ask you twice whether you are sure you want to delete the file. Deletion, like diamonds, is forever, so be careful. Remember the difference between deleting files and records. If you want to delete a record, you would do that from *find or edit records*. Deleting a file eliminates the entire file.

Sound and fury.

If by this time you are getting tired of all the sounds that PBF makes, try holding down the CONTROL key and pressing G. Then move around some. You'll notice PBF's usual sounds are gone. If you miss them, you can get them back by pressing CONTROL G again. Also, whenever you want to leave PBF, CONTROL Q will take you out.

Conclusion.

At this point you know how to use most parts of PBF. You know how to *select a file*, how to *find or edit records*, how to *add records*, and how to *sort records*. You have used the *print records* option and know you can get different kinds of printouts on any of your files. The only thing you haven't done is start your own files, but after all you've learned, that's easy. It's covered in the chapter titled Making Your Own Files. That chapter contains helpful hints

about how to organize what you put in PBF to help you get the most out of it. Most people would benefit from these hints but it isn't essential that you read that chapter.

Your data disk contains eight files other than "address book." The next chapter, called Suggested Uses, will take you over more examples, giving you practice in how to use the program, and hopefully many good ideas on different ways to use Phi Beta Filer.

Suggested Uses.

Household Uses.

With PBF, you can manage many things in your household in a new and easy way. Here is a book collection on your PBF Data Disk called BOOKS.

BOOKS

```
        title: THE CHINESE
              .:
       author : JOHN FRASER
    publisher: SUMMIT BOOKS - NY
   paper/hard: HARD
         cost: 12.50
     location: DEN -- TOP SHELF
        lent?: YES -- RALPH TIREBITER
     subjects: CHINA
     comments:
#1
FIND OR EDIT RECORDS                to
                                    type
 next   last   save  delete  main
record record record record  menu
```

With your book collection organized this way, you can:

1. Find the location of a particular title.

Use the *find or edit record* option, enter the title you are looking for, and then "find" the record. Its location is listed in the record.

2. List all the books by a particular author.

Use the *find or edit record* option, and enter the author name as a condition. Then "find" all those records.

3. Determine the cost of your book collection.

Choose the *print records* option, and print out the title of each book and its cost. When specifying the printing format, put a "T" next to the column number for cost (for example, 60T if you are printing cost in the 60th column), and you will get a total cost printed below the cost column.

When trying this one, you can use the print format already done for you on your Data Disk called "books." Figure 1 shows what that printout should look like.

```
TITLE                                                    COST
-----                                                    ----

THE CHINESE                                             12.50
POCKET GUIDE TO CHINA                                    5.95
MASQUERADE                                               9.95
54 VISICALC MODELS                                       9.95
THE VISICALC PROGRAM MADE EASY                           9.95
VISICALC HOME AND OFFICE COMPANION                      15.99
A GUIDE BOOK OF UNITED STATES COINS                      4.95
MICROCOMPUTERS CAN BE KIDSTUFF                           8.95
SWIFTS EDUCATIONAL SOFTWARE DIRECTORY                   18.95
FUNDAMENTALS OF MICRO PROGRAMMING IN PASCAL             12.95
                                                        ------
                                                       110.09

10 RECORDS
```

Figure 1. Book List

Here are some ideas about changes we could make to the BOOKS file and also why things are done in a certain way.

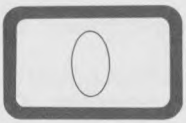
- If we ever wanted to alphabetize our list of book titles, we would have to drop the word "THE" out of our book titles. Otherwise, all the titles beginning with "THE" would be alphabetized under "T." If you went looking for books about the Chinese under "C," you wouldn't find "The Chinese." (Of course you could still find any single book with CHINESE in the title using the *find or edit records* option).

- Notice that the cost figure doesn't have a $ sign. PBF doesn't read a $ sign as a number, so always leave $ signs out.

- Long titles can be abbreviated, or they can be put on two separate lines, as long as they are next to one another.

- If we ever wanted to alphabetize by author, we would want to have our author's last name first.

PBF can also be a place to keep vital information. Look at the following example from the file called CREDIT CARDS on your PBF Data Disk.



CREDIT CARDS

```
        type: MASTER CHARGE
      issuer: MANUFACTURERS HANOVER
     card #: 1010 1010 1010 1010
  exp. date: 11/84
 issue date: 11/83
yearly fee: 15.00
credit amt: 1500
emergency#: 800-555-1212
 billing #: 800-555-2121
 reserv  #:
#1
FIND OR EDIT RECORDS  to type
next record  last record  save record  delete record  main menu
```

Actually, this file is for all the cards people carry in their wallets and purses, such as credit cards, driver's licenses, insurance cards, automated teller cards, and so on. With this type of application, you would be using PBF as an electronic "safe deposit box." It would be the one central place to go and retrieve vital information when you are moving and want to change your address or when you need to call American Express and discuss your bill.

Any time you are ready you can delete the fictional records in the file and try entering your own cards from your wallet or purse. If a card or ID doesn't use all the labels, just leave it blank. A driver's license, for example, will not have a "credit amount" associated with it. Other cards, such as an airline or rental car company "courtesy card," will have a reservations number associated with them, while a credit card will not.

Later on, whenever you find another ID card or credit card that you had forgotten about, go ahead and enter it. PBF will provide you with a very useful "safe deposit" box that will come in handy when you need it.

HOME INVENTORY

```
location: LIVING ROOM
   items: TV
describe: SONY 19 IN COLOR
describe: KI70L
serial #: 7854384
  seller: MACY'S
    cost: 529
    date: 06-18-83
   value: 529
 comment:
#1
 ↑ ↓ = FIND OR EDIT RECORDS ======= to type
 next record  last record  save record  delete record  main menu
```

This file is also included on your PBF Data Disk under the name HOME INVENTORY. Some things you can do with a home inventory list are:

1. Print out a home inventory list for the insurance company to be attached to your insurance policy. You could total the value of household goods at the end of the report. Figure 2 shows such a report generated from the sample data in HOME INVENTORY.

ITEMS	DESCRIBE	DESCRIBE	COST	VALUE
TV	SONY 19 IN COLOR	K170L	529	529
COUCH	CHIPPENDALE	FLEUR DE LIS DESIGN	1000	800
PAINTING	ST. KATHERINE	BY THOMAS EASLEY	3000	3500
TABLE	CONTEMPORARY	4 CHAIRS	200	350
SILVERWARE	TOWLE	RENAISSANCE PATTERN	9876	15000
LENOX CHINA	8 PLACE SETTING	IMPERIAL PATTERN	2000	1800
LAZYBOY CHAIR	SALMON COLOR	DELUXE MODEL	600	400
4 POSTER BED	CARVED MOHOGANY	RICE PATTERN	1500	900
COMPUTER	APPLE IIE	2 DISK DRIVE	2500	2000
TYPEWRITER	IBM	SELECTRIC II	1000	1000
			22205	26279

10 RECORDS

Figure 2. Home Inventory

2. For fun, print out the same list organized by room. Make a separate list for each room with a total for that room. Which room in your house has the greatest number of possessions? Which room has the biggest total dollars?

(To do a list by room, use the name of a room as a condition and print records from one room at a time.)

Additional Household Uses.

Here are some other household uses for PBF that are not included on your PBF Data Disk. Feel free to use these as is or type them onto your disk and change them any way you want! PBF is yours to have fun with, any way you like. Remember that you can only have ten PBF files on a disk. Start a new disk when you need to start additional files.

RECORD ALBUMS

type: REGGAE
title: CHANCES ARE
composer: BOB MARLEY & OTHERS
artist: BOB MARLEY
location: 48
best cuts: REGGAE ON BWAY
best cuts: GONNA GET YOU
best cuts: STAY WITH ME
comments: GOOD DANCING

FISH

type: MOLLIE
name: LYRETAIL BLACK
genus: POECILIA
size: 3 IN.
color: BLACK/ORANGE TAIL
food: BRINE SHRIMP
breed cond: PUT IN SEPARATE TANK
water temp: 75 DEG. F
acidity: PH 7
comments: LIKES PLANTS

GIFT FILE

name:	JOHN JONES
address:	1111 HOBART AVE
address:	NEW YORK NY 10001
telephone:	212/555-1212
birthday:	09-17
annivers.:	02-01
interests:	POLITICS, GOLF
sizes:	34WAIST-40R-16-33 SHIRT
past gifts:	THEATER TICKETS BLAZER
comments:	COLLECTS SPOONS

PLANTS

type:	PHILODENDRON
name:	SPLIT LEAF
genus:	MONSTERA DELICIOSA
cost:	5.98
size:	12 N
fertilize:	FISH EMULSION 1 CE/MO
water:	WHEN TOP IN. DRY — SOAK
light:	INDIRECT NORTH
cutting:	YES — ROOT IN WATER

TAX DEDUCTIBLES

item: CLOTHING DONATION
amount: 200
date: 02/04
why deduct: CHARITY
paid: SALVATION ARMY
how paid: PUT IN BIN
comments:
receipt: NO

CAR MAINTENANCE

service: MINOR TUNE UP
date: 08/14/83
odometer: 25000
inspect: BELTS
replace: PLUGS POINTS
adjust: VALVES
lubricate: YES
change: OIL
clean: AIR FILTER
garage: SNAKELY SERVICE

Sports.

PBF excels at keeping sports records for you. For example, here is a suggestion for your team records for a bowling league. This is already on your PBF Data Disk under the name "BOWLING LEAGUE."

BOWLING LEAGUE

```
  team name: PIRATES
    contact: JOE DE LARS
   win/loss: 27/9
 percentage: .750
 games back: 0
 total pins: 25200
    average: 700
    hi game: 740
  hi series: 2212
   position: 1
#1
═══ ♦ ♦ = FIND OR EDIT RECORDS ═══════ to
                                      type
 next   last   save  delete  main  ⊞
record record record record  menu
```

With this information on each team, you can do the following:

1. Print out the league standings, with the following columns .

TEAM	TOTAL PINS	PERCENTAGE	POSITION
PIRATES	25200	.750	1
...	...	...	2

To get the league standing in order, choose the *sort records* option from the main menu. Sort by "position" to put the file into the order you want it. Then return to the main menu, and choose the *print records* option. There is a print format already done for you under the name of "bowling." Figure 3 shows you what your printout should look like.

TEAM NAME	TOTAL PINS	PERCENTAGE	POSITION
PIRATES	25200	.750	1
GOPHERS	18500	.61	2
TREEFROGS	13432	.333	3
BOBCATS	12001	.250	4

4 RECORDS

Figure 3. Bowling Records

2. Find all those teams with a team percentage over .500.

To do this, you will use *find or edit records*. As a condition, specify ">.5" for percentage. This tells PBF to pick out only those records where the percentage is greater than .500. You should find two records, the PIRATES and the GOPHERS. For other applications, you can also use the "<" sign for less than, and the "=" sign for equals.

3. Find out which team had the lowest "hi game."

Sort the file by "hi game" from "low to high" and then look at the first record in the file. That should be your lowest "hi game."

INDIVIDUAL BOWLING RECORDS

bowler:	JOE VAS
team:	BOUNCERS
# of games:	36
total pins:	7200
average:	200
hi game:	243
hi series:	612
200 games:	17
600 series:	6

Here is a suggested layout for PBF individual bowling records. You could use a similar layout for many other sports. With this information in your PBF file, you can answer the following questions:

1. Which bowler has bowled the most games?

2. Which bowler has the best average?

3. Who bowled the highest game?

4. Who bowled the highest series?

5. Who has bowled the most games over 200?

All these questions can be answered by sorting the file by whichever label you are interested in from "high to low" and then looking at the first record. It will be the one with the highest or the best or the most. For example, if we sort the file by "average," from high to low, the bowler with the best average will be the first record.

Try creating this file on a new PBF Data Disk. Make up your own data for an imaginary team called the BOUNCERS and then print out all the members of the BOUNCERS team in the order of their average, from highest to lowest.

REMEMBER: You can list names any way you like; but if you want PBF to alphabetize them you either need to have two separate labels, one for first

name and one for last name, or write the name in one label with the last name first. For example:

first name: JOE
last name: VAS

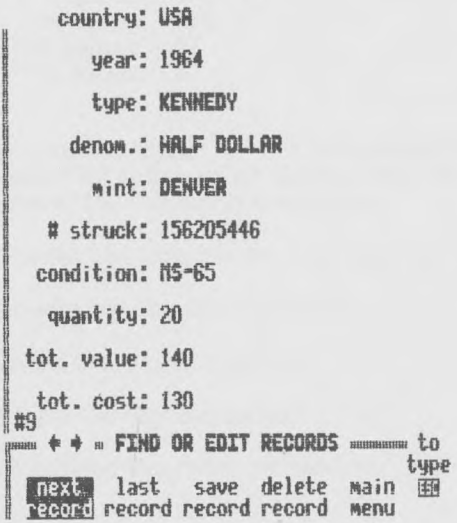
or
name: VAS JOE

If you don't need to alphabetize, the usual way is fine.

Collections.

For stamp and coin collectors, PBF offers an opportunity to have all the information about your collection easily available. After all your effort in collecting, it's great to be able to have the facts and figures at your disposal.

1 COIN COLLECTIONS.



Try out the following questions on file "coins" on your data disk.

1. For example, how many different types of half dollars do you have?

To find out, pick the *find or edit records* option, and then use "HALF DOLLAR" as a condition and ask for a "count only".

2. Can you order your coins by the date they were printed, from oldest to newest?

Choose the option *sort records*, and sort on "year." Do a "low to high" sort.

This puts the earliest years first because they have the lowest numbers. For example, a coin from 1899 would be listed before a coin from 1948.

3. What is the most common coin in circulation that I have? What is the most uncommon?

Sort all your coin collection records on the "number struck" from low to high. The first record will be your most uncommon coin, and the last record will be the most common coin.

4. What is the total cost of my collection? What is its total value?

Figure 4 shows a print you can make of the sample data on your PBF Data Disk. Choose the *print records* option to print all the records, and then use the format "coins." Notice how totals are made on the cost and value.

COUNTRY	YEAR	TYPE	DENOM.	VALUE	TOT. COST
USA	1794	FLOWING HAIR	SILVER DOLLAR	3000	2500
USA	1873	LIBERTY SEATED	SILVER DOLLAR	750	750
USA	1850	LIBERTY SEATED	SILVER DOLLAR	175	150
UK	1983	PROOF SET	GOLD SOV-1/2 SOV-2LB	775	775
USA	1801	CAPPED BUST RT	GOLD TEN DOLLAR	3750	3000
USA	1840	LIBERTY SEATED	SILVER DOLLAR	10000	5000
USA	1857	LIBERTY SEATED	SILVER DOLLAR	1800	2000
USA	1932	WASHINGTON	QUARTER DOLLAR	800	500
USA	1908	SAINT GAUDEN	GOLD TWENTY DOLLAR	850	775
USA	1964	KENNEDY	HALF DOLLAR	140	130
				22040	15580

10 RECORDS

Figure 4. Coin Collection

Additional Collections.

STAMPS

country: UNITED NATIONS
issue name: 15TH ANNIVERS.-UNICEF
date: 61/12/04
cat. #: 848
denom.: 13C
descript.: GREEN/GOLD/PURPLE
cat. value: 40 CENTS MINT
perf: 11 1/2
watermark: NO
comments: SERIES OF 3

Notice the way the date is arranged. The year is put first so the collection can be sorted by date. PBF does not consider slashes to be numbers, so in writing it this way you should sort "a to z." Alternatively, you could write the date "611204" and sort "low to high." Either way will work.

ROCK RECORDS

artist: THE ROLLING STONES
title: UNDER MY THUMB
speed: LP
record co.: LONDON
issue: 296-2
condition: MINT
value: 10.00
cost/date: 5.95/1969
comments:

By putting the cost first on the line "cost/date" we will be able to sort by cost but not by date. It would be better to separate the two items if possible.

COLLECTIBLES AND ANTIQUES

object:	MEISSEN NUT CUP
material:	PORCELAIN
size:	1 × 1 × 1
age:	200
colors:	GOLD/YELLOW/BLACK
pattern:	DRAGON
cat. value:	100.00
cost:	50
source:	GENERAL STORE
markings:	CROSSED SWORDS

Paper Route.

Keeping track of your customers can bring unexpected rewards to the PBF paper carrier. The following example is from a PBF file called "PAPER ROUTE" that is included on your Data Disk.

PAPER ROUTE

```
        name: JOHN SMITH
 street/apt: 10 SOME STREET 7H
  put paper: BY DOOR - RING BELL
 total due$: 2.50
    collect: FRIDAY AFTERNOON
  weeks due: 1
 stop deliv: 9/1-9/4
  obstacles: BIG DOG ON CHAIN
 usual tip : .50
   comments: GOOD COOKIES ON FRI.
#1
═══ ◆ ◆ ▪ FIND OR EDIT RECORDS ▪▪▪▪▪▪▪ to
                                      type
 next   last   save  delete  main
record record record record  menu
```

Here are some of the things you can do with a paper route file:

1. You can put your customers in order on each street so you can finish delivering the papers in the shortest possible time.

Here's how. First, sort the file on the "street/apt" info, and sort from low to high. What you are doing is sorting just the number part of the address, putting all the numbers in order. Next, use the print files to print only those records on a certain street. Because you just sorted it, the records will now be in order for each street.

2. You can make sure you don't miss any collections. Use PBF to make a list of people to collect from each day of the week.

Use PBF to print and do totals. All you need to do is to print a list with "collect" as the condition and "MONDAY" as its value. When printing this out, include the amount owed in a column and have the computer total that column (see Figure 5 for an example of how this would turn out). The total is your double check for when you get home. It lets you know how much money you should have collected.

NAME	STREET/APT	COLLECT	TOTAL DUE$
BEL CANTO	25 N. FIRST ST	MONDAY MORNING	10.52
RAY LIGHT	250 CHARLES ST	MONDAY MORNING	5.50
BILLY BOSKOFFSKY	5500 SAMPLE ST	MONDAY EVENING	7.50
			23.52

3 RECORDS

Figure 5. Monday's Customers

You can do that for each day of the week. Take your collection list with you each day and you'll never miss a payment because you forgot. (The big dogs are your own problem!) Or you can make just one list. Figure 6 shows what that looks like. Use the printing format "paperoute" that's on your PBF Data Disk.

NAME	STREET/APT	COLLECT	TOTAL DUE$
JOHN SMITH	10 SOME STREET 7H	FRIDAY AFTERNOO	2.50
SALLY JONS	25 JACKSON BLVD	SATURDAY MORNIN	2.50
BILBO FLANNIGAN	25 SOME ST	SATURDAY MORNIN	5.55
RICHARD WAGNER	55 N. FIRST ST	SATURDAY MORNIN	3.00
BEL CANTO	125 N. FIRST ST	MONDAY MORNINGS	10.52
RAY LIGHT	250 CHARLES ST	MONDAY MORNING	5.50
BILLY BOSKOFFSKY	5500 SAMPLE ST	MONDAY EVENING	7.50
			37.07

7 RECORDS

Figure 6. Paper Route Customers

3. You can present each of your customers with a computerized bill. They'll be impressed and will pay faster. Print out their name, address, and the amount due.

Get Smart — The Story of Quizzes.

Included on your PBF Data Disk are two files called STATE CAPITALS and TIMES TABLES. These are included especially so that you can use the *quiz* option, which is the last option at the bottom of your *main menu.*

Let's explore what happens when you choose *quiz.* We will use the STATE CAPITALS file which is especially made for quizzes, although any PBF file will work. Starting on the main menu, *select a file*, pick STATE CAPITALS, and then pick the *quiz* option off the main menu. If you have only one disk drive, you will have to exchange your program disk for your data disk, and then back again, as PBF makes its way into quiz.

Your first choice in the quiz program is to decide what part of your record you want to be the question and what part you want to be the answer. For our state capital file, we have the state name, the capital, and the state bird, tree, and nickname. Any one of those could be the question, and any other one could be the answer. Let's pick "state" as the question and on the next screen, pick "capital" as the answer.

We have a few more choices to make before we start the quiz. The next screen asks us to choose a "type match" or a "choose match." These two are just the difference between having to type in the answer or choosing it off a list. Multiple choice is easier than typing, so for this example, let's choose "choose match."

Our next choice is whether we want a random quiz or an ordered quiz. PBF will present the records in the order you have them, if you like, or it will mix them up randomly so memorizing the order of the questions won't help you get the answer. Move the cursor over to "random quiz," press RETURN, and you will be ready to take the quiz.

PBF will take a few moments getting ready at this point. That time is spent reading in your records so it can set up the quiz. Then, you will see the first question, and because it is random it will be different every time you do it. But it should have the state name and four different choices for the state capital. Have fun running through the quiz. PBF will keep score for you, and give you a second chance on the questions you missed.

What to do with the quiz.

The two quizzes included with PBF are just a hint of the many things you can do with the quiz function. Even with just the state capital file, there are many different quizzes you can do. You can give the capital and ask for the state, give the state and ask for the state nickname, or even give the state flower and ask for the state capital. In fact, there are 20 different quizzes that can be made from the STATE CAPITALS file. Also, each quiz can be done four different ways by combining the options of multiple choice or type in the answer, and the options of an ordered or random quiz.

But the real fun begins when you start making your own quiz files to test yourself, your kids or your family. Making your own quizzes is as easy as making any other PBF file. In fact, its exactly the same. Just make up any PBF file and use it in the quiz program. You can test yourself or your child on the phone numbers of your friends and relatives, and on the costs of the stamps in your stamp collection. You can also put in more traditional academic subjects such as history dates or fun things like sports facts.

The quiz works just like all of the other PBF options, so you should have no trouble operating it. The only thing to notice is that in coming into and going out of quiz you will have to do what is called "swap disks." That means you will have to take your data disk out of the drive, put in the disk marked PBF (the program disk), and then take that disk out and put in your data disk again. On the way out, you go through the same procedure: taking out your data disk, putting in your PBF disk, and then putting back in your data disk. (If you have two disk drives, you don't have to swap.)

To put in your own quiz, just create a new file, with ten or more records, just as you would create any other file. The file should contain a "pair" that goes together, like a state and its capital, or a math problem and its answer. For your first quiz, try doing vocabulary words and their synonyms!

Making Your Own Files.

What makes PBF especially useful to you is that you can make your own files. Whatever applications you find in your home, PBF can adapt and be useful.

To make your own file, choose the *select a file* option found on the main menu and press RETURN . Notice that the last choice among all the files is a file marked "(new file)." Make that choice and you will be asked to fill in the name of the new file. Choose whatever name you like for your application, and press RETURN.

When you press RETURN, PBF will tell you how much space is left for additional files and records on this disk. Each file is only allowed 250 records. If you get a message with a number smaller than that, it means that the diskette you are using is filling up. Even though we can't see it fill up, there is only so much space on each data disk.

If there is room for less than 250 records on a disk, you probably should start that file on a new initialized disk. The instructions for initializing a new data disk for PBF are on pages 64-65 in the Apple IIe Owner's Manual, and on page 13 in the DOS manual for Apple II and Apple II+ Owners.

It never hurts to have a few initialized disks on hand, so if you don't have any please make some now. If you begin to start a new file and see that you don't have enough room on your current disk, you can delete the file you just created and put in an initialized disk and away you go. Without having that initialized disk ready, you would have to leave PBF, initialize the disk, and then come back.

If you think you may need any more than 250 records, you will have to restructure what you want to do into several small files, each under 250 records.

Pressing RETURN will now take you to the main menu. Now we will use an option that we haven't used before — *make or edit labels*. It should be highlighted for you now, and will be highlighted as a reminder each time you create a new file. You can also use it when you want to change the labels on an existing file.

When you choose *make or edit labels*, you should already be prepared to enter the labels for the application you've picked. Don't worry if you make a mistake! You can just cycle around with the RETURN key and re-enter the label. Once you have finished making up the labels for your file, save them using the option on your menu "save labels."

If you haven't been following along in the example, do so now. It's really easy to make a new file. If you can't think of one you want to do, try entering the "tax deductible" file on page 27.

So now you have created a new file, given it a name, and created the labels for it. Congratulations! You are ready to put data into it.

Data in, data out.

To get the most out of PBF, it helps to know how to put things into it. Most information is quite straightforward, and the previous sections of your manual have lots of examples that should help you. However, not everything on a computer is straightforward and logical from our point of view (it is from the computer's!). So here are some hints about two areas that you might need help with — categorizing and getting ordered files through sorting.

• Yes and no:

If you think of your information as having two categories, use a YES or NO as the easiest way to represent that. For example suppose you want to separate everyone in your address book into friends and relatives. The best way to do that is by adding a single label with a Yes (Y) or No (N), like this;

relative: Y
or
relative: N

In this way, when you wanted to get at all the relatives, you would specify relative: Y as a condition, and when you wanted all your friends, you would specify relative: N as your condition. Specifying neither would get you the whole list. This would work just as well for animal/vegetable, male/female, paid/not paid, gas/electric, or day/night.

• More than two categories:

Suppose that you are keeping a list of all your possible skiing partners and

you want to categorize them by how good they are. Use a three (or more) part category like this:

level: BEGINNER
or
level: INTERMEDIATE
or
level: ADVANCED

If you are very comfortable with this idea, you might want to abbreviate the terms BEGINNER, INTERMEDIATE, AND ADVANCED as B, I , and A. Or use any other letters you like. How about 1, 2, and 3? If you use 1, 2, and 3 they have a natural order that can be used in sorting.

Also, remember the example of the paper route and printing out the collections for each day. There you had seven categories, one for each day of the week. We "got away" with having some additional information with each label (best time, morning or evening, etc.) because we had the computer search explicitly for the word MONDAY, TUESDAY, and so on. As long as it finds a MONDAY, even if there is other stuff around it, it is okay. The disadvantage in using an abbreviation system like "B, I, and A" is that there can't be any supplementary text, since it is almost sure to contain one or more of those letter.

Suggestion: Numbers for categories work well for multi-character situations, much better than single letters. Numbers let you sort things in order, and they let you combine additional text with the numbers. But be sure and put the number first if you want to sort using it. The find function can find its object anywhere, but sort can only work on the first characters in an item.

• Money, money, and money:

PBF isn't as smart as you are (not even close, in fact). You recognize that , if we are talking about money,

$1.98
or
1.98

mean the same thing. PBF doesn't even recognize $1.98 as being a number. So when entering dollar amounts, don't use the dollar sign. It will only matter when you try to sort them or add them, but then you will wish you hadn't.

Rule: Don't use a $ (dollar) sign when entering dollar amounts.
Suggestion: Put a dollar sign in your label instead.

- **Dates and birthdates:**

Suppose you want to arrange your stamp collection in order by the date you acquired it, from most recent to oldest. How do you write the date so you can do that?

Here you will use the ability of PBF to sort numbers from high to low and from low to high. Entering the year only (for example, 1947) will let PBF treat that as a number and then order it in a sort.

But what if you wrote out:

September 23 1949

Even though you could order dates written that way, PBF can't. It can only order letters alphabetically and numbers from low to high or high to low. It makes no particular order out of mixed numbers and letters like our usual ways of writing a date.

Rule: If you will ever need to sort on dates, express them as numbers. For example, write the dates out in year, month, and day order, with two digits for each.

January 3, 1943	430103
February 29, 1992	920229
March 15, 1984	840315

Suggestion: If you don't need to sort dates, its fine to write them the way that's easiest for you and others to understand them.
Suggestion: If you do need to sort dates, use just the year or the system given above.

Sometimes you want to know who has a birthday in September. For finding out about individual dates, you might be better off writing the date as

September 23 1949.

By doing that you could search for

- Everyone who has a birthday in a particular month.
- Everyone who has a birthday in a particular year.

So try to be clear what you will want to do before you put your data in.

• Combining two lines into one:

Sometimes, you will seem to have more things to keep track of than PBF allows. PBF allows you ten labels per record. What do you do if you have eleven?

One thing you might do is to combine two labels on a single line. For example, the cost of an item and the date an item was purchased might all fit on a single line. So, a $20 purchase bought on July 22, 1983 might be listed

cost/date: 20/7-22-83

Interestingly, the way PBF reads numbers, you would be able to sort your file on cost, because PBF reads numbers until it finds a letter or punctuation, and then it assumes its at the end of the number and throws anything else away. However, if you wanted to sort on the date, you couldn't do it.

Suggestion: Don't combine items unless you really have to.
Suggestion: If you do combine items, put whatever in the combination that you might want to sort by first.

• Numbers you need:

Here are some numbers to remember while working with PBF:

Up to 10 files per disk.
Up to 250 records per file.
Up to 10 labels per record.
Up to 24 characters per data item.
Up to 10 characters per label.

• Ready set go:

You are now ready to use PBF. The remaining sections of the manual are a reference manual which you should only go to if you have a question about a particular section of the program. It isn't light reading, but it should help you in case of a problem.

Happy Filing!

Phi Beta Filer: Reference Section.

Do not read the reference section of this manual unless you get stuck while using Phi Beta Filer or you want to know more about what makes it it tick.

The Phi Beta Filer screens tell you everything you can do on each page. If you do need more information, the reference section will be helpful to you. You will find it is organized so that all information you need about a subject is contained in a single section. Information is repeated in each section where it is needed. This makes for dull reading if you go from cover to cover, but it makes for a useful reference guide.

Getting started:

Step 1: Turn on your video monitor or television set.

Step 2: Place your Phi Beta Filer program disk in the disk drive. If you have two disk drives, place Phi Beta Filer in drive 1.

Step 3: Turn on your computer.

Step 4: After Phi Beta Filer is loaded, it will ask you to

> "Place your data disk in the drive
> Then press RETURN"

If you have one disk drive,
remove Phi Beta Filer and place an initialized data disk in your drive and then press RETURN.

If you have two disk drives,
place an initialized data disk in drive 2. Then type "2".

Step 5: Phi Beta Filer will show you its *main menu* of options. You have already begun.

Main menu

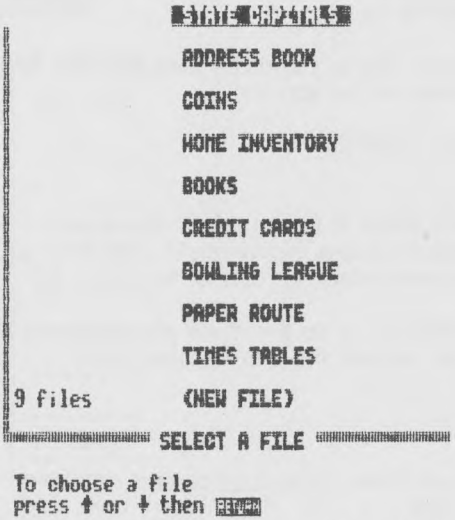
Whenever Phi Beta Filer does not know which file you want to work on, it places its highlighted bar cursor on the *select a file* option. When you first turn on the computer you must always select a file before you do anything else. Of course the file you select may be a new file which you may then name and design.

Move the cursor by pressing the arrow keys until the option of your choice is highlighted and then press RETURN.

Apple IIe users:
Use the up and down arrow keys.

Apple II and II+ users:
Use the left and right arrow keys.

Select a file



Whenever you return to the main menu after having used a file, the name of the file will appear in the lower left hand corner of the main menu on top of the number of records in that file.

When you first turn on the computer you must always select a file before you do anything else. The file you select may be a (NEW FILE) which you may then name and design.

You move the cursor by pressing the up and down arrow keys — Apple II+ users by pressing the left and right arrow keys — until the file of your choice is highlighted and then press RETURN.

The (NEW FILE) option will appear on the list of files

- If there is room on the disk to create a new file, and
- If there are less than 10 files on the data disk.

When you choose (NEW FILE), 16 dots will replace the (NEW FILE) option. It is here that you will be prompted to enter the new file's name. The prompt

> "Type the new file name,
> Press RETURN"

will appear at the bottom of the screen. You may type any name not already assigned to another file on the data disk. A file name may be be 1 to 16 characters in length. Letters, numbers and special symbols — except comma (,) colon (:) and quote (") — may be used.

After you have selected an existing file or named a new file, the following message will appear at the bottom of the screen:

"Space left for <a number> records
Press RETURN"

The number of records for which there is space left is any number up to 250, the maximum number of records on a file. However, if your disk is quite full, you will not have space for the maximum number of records.

When you press RETURN you will return to the *main menu* where the number of records already in the current file will be displayed.

Make or edit labels:

Enter labels

You may enter up to 10 labels for your data. Each label may be 1 to 10 characters in length. Letters, numbers and special symbols — except comma (,) colon (:) and quote (") — may be used. PBF will add a colon (:) to your labels when you are ready to enter data for the labels.

By pressing ESC you go to the sub-menu, which will allow you to save your labels, erase them, and start again, or return to the *main menu.* Pressing ESC again will return you to the label entry mode, which will allow you to change, add or remove labels.

You may *make or edit labels* even for an existing file with data records. You may leave space between your labels for more labels you may want to add later. In the example above, a label is being added on the eighth line to an existing file. If you remove a label associated with data on your existing records, that data will remain, but will be not be shown unless you replace the label for it.

Make or edit labels:

Sub-menu

You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

BY pressing RETURN, the sub-menu option highlighted will be selected. By pressing ESC, you will go back to the label entry mode, which will allow you to add or change labels.

If you select *main menu* without first saving your labels, you will be asked:

"Save labels? (Y/N)"

Since "Y" is highlighted as the default answer for the question, if you do not type "N" your labels will be saved.

If no labels have been made and saved for a file, PBF does not consider the file an existing file and cannot let you add records or do any other work on the file.

Add records:

Enter data

The number of the record you are adding is displayed at the lower left corner of the data entry portion of the screen.
The labels you entered in *make or edit labels* will appear on the left of the screen. PBF will have added a colon (:). To the right of the colon, you may type your data. Each field of data may be 0 to 24 characters in length. Letters, numbers and special symbols — except comma (,) colon (:) and quote (") — may be used.

By pressing ESC you go to the sub-menu, which will allow you to save your record, erase it, and start again, or return to the *main menu.* Pressing ESC again will return you to the data entry mode, which will allow you to change, add or remove data.

Some advice about entering data you may later want to sort:

- If you will want to sort alphabetically and the data begins with "A" or "THE," like book or movie titles, leave out the "A" and "THE" unless you want those records sorted under A or T.

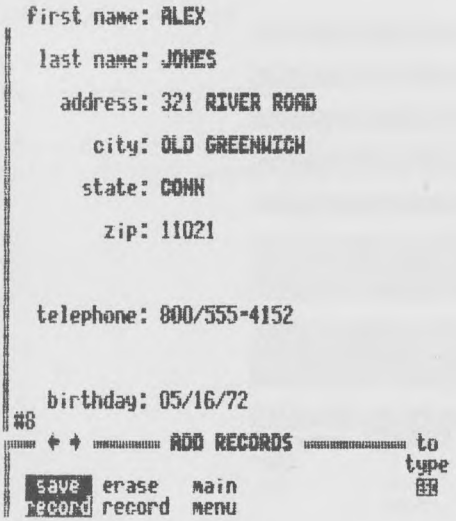
- If you will want to sort numerically, do not use characters other than 0 to 9 and decimal points — the period (.) on your keyboard. Dollar signs ($) and number signs (#) can be included as part of your label.

amount $: 12.95
part #: 1359

- If you are entering dates and will want to sort by month, as in birthdays, use a consistent format with the month first. If you will want to sort by year, as in a chronological file, place the year first. The dates on all your records should be the same number of characters in length.

Add records:

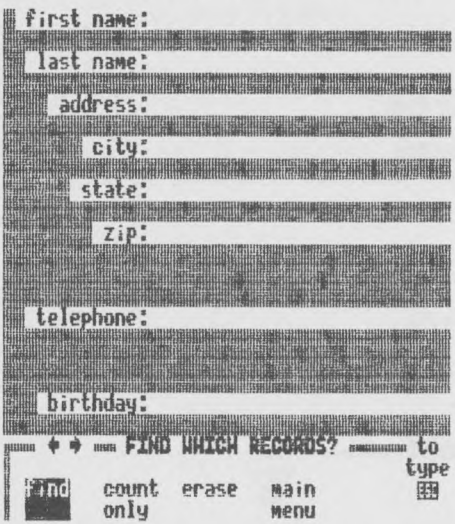
Sub-menu



You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

BY pressing RETURN, the sub-menu option highlighted will be selected. By pressing ESC, you will go back to the data entry mode, which will allow you to add to or change your data.

Find or edit records:
Find which records? sub-menu



The labels entered in *make or edit labels* are displayed on a blue screen. If you want PBF to find and display all the records in the file, simply choose the "find" option on the sub-menu.

Pressing ESC will bring you to the data entry mode, which will allow you to enter conditions under which a record should be found.

The following options are presented at the sub-menu:

Find
Find all the records that meet the conditions specified. If no conditions are specified then all the records on the file will be found. You may review and edit the records one by one and after the last record a count of records found and records deleted will be displayed.

Count only
Find all the records that meet the conditions specified. If no conditions are specified then all the records on the file will be found. The records will flash by quickly and after the last record a count of records found will be

displayed. Pressing ESC before the entire file is read will send you back to the main menu.

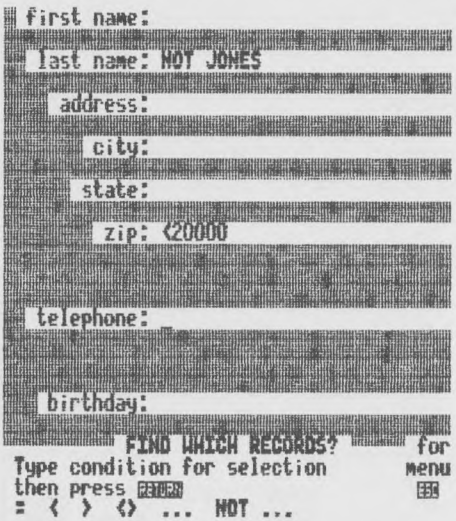
Erase
Erase the conditions specified.

Main menu
Return to the *main menu* of options.

You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

Find or edit records:

Find which records? enter conditions for selection



You may enter as many conditions for selecting records as you have labels. There are six (6) types of possible conditions for selecting records from a file:

Possible Conditions.

---

1. = (number EQUAL TO)
Select records with a numeric value that is equal to the number specified for that label.

Example: size =10
Outcome: All records with "size" equal to 10 will be selected.

---

2. < (number LESS THAN)
Select records with a numeric value that is less than the number specified for that label.

Example: miles: <40000
Outcome: All records with "miles" between 0 and 39999 will be selected.

3. >(number GREATER THAN)
Select records with a numeric value that is greater than the number specified for that label.

Example: due $: >199.99
Outcome: All records with "due $" 200 or more will be selected.

4. <>(number NOT EQUAL)
Select records with a numeric value that is not equal to the number specified for that label.

Example: part #: < >1234
Outcome: All records with "part #" other than 1234 will be selected.

5. (an exact match)
Select records that match the alphabetic, numeric or other characters specified for that label.

Example: state: CT
Outcome: All records with CT in "state" will be selected.

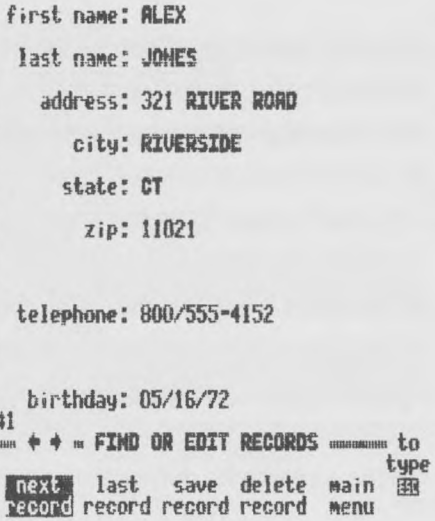
6. NOT (NOT a match)
Select records that do NOT match the alphabetic, numeric or other characters specified for that label.

Example: city: NOT NEW
Outcome: All records with NEW in "city" will NOT be selected — like NEW YORK, ONEWAY, NEWTON

Let's suppose that you wanted to find all the records on the file with zipcodes under 20000 except your friend Alex Jones' record (zipcode: 11021). Setting the above conditions would allow you to select those records except Alex Jones (and of course, any other record with Jones as the last name).

If instead of "NOT JONES" you typed "NOT JO" you would skip all the records with a "JO" anywhere in the last name — including JONES, JOHNSON and UPJOHN. If you typed "NOT N", you would skip all the records with "N" anywhere in the last name — including JONES, NEILSON, BROWN.

Find or edit records:
Sub-menu



A record entered in ADD RECORDS is displayed, with the number found at the lower left corner of the data entry portion of the screen. The following options are presented:

Next record
Find the next record on the file which meets the conditions for selection.

Last record
Find the last record on the file which meets the conditions for selection.

Save record
Save the record displayed with any changes.

Delete record
Delete the currently displayed record.

If you choose this option, to make sure, PBF will ask:

"Delete this record? (Y/N)"

Since "N" is highlighted as the default answer to the question, only if you type "Y" will the record be deleted.

Main menu
Return to the *main menu* of options.

You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

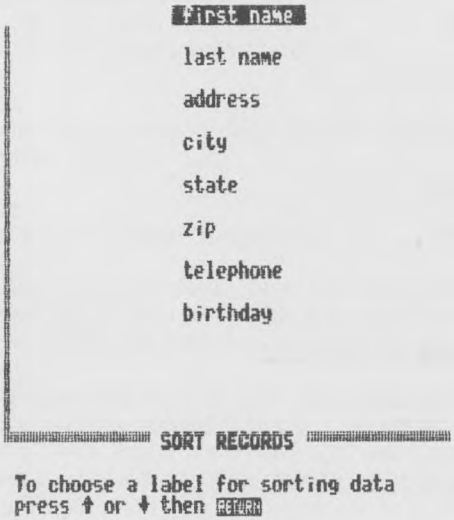
BY pressing RETURN, the sub-menu option highlighted will be selected. By pressing ESC, you will enter the data entry mode, which will allow you to add to or change your data.

Find or edit records:
Enter or edit data

In the data entry mode, you may add data, remove data, or change data on the record displayed. Each field of data may contain from 0 to 24 characters. Letters, numbers, and special symbols — except comma (,) colon (:) and quote (") — may be used.

By pressing ESC you go back to the sub-menu, which will allow you to go on to the next record, go back to the last record, save your record with any changes, delete it, or return to the *main menu.* Pressing ESC again will return you to the data entry mode.

Sort records:



There are two steps in sorting the records in your file:

1. Choose a label for sorting the data: If you want to sort by last name, move the cursor so that "last name" is highlighted. If you want to sort by zipcode, move the cursor so that "zipcode" is highlighted. Then press RETURN.

2. Choose the type of sort: alphabetic, numeric (low to high), or numeric (high to low). These are options on the sub-menu.

The following options are presented at the sub menu:

A to Z
Sort the data alphabetically. Special symbols will be sorted before numbers; numbers will be sorted before letters. The full length of the data (up to 24 characters) will be sorted.

Example of data sorted alphabetically:

$1000	(sorted first)
$3	3 is greater than 1
–2	– is greater than $
99	9 is greater than –
AAA	A is greater than 9
ABC	B is greater than A
ABZ	Z is greater than C

Low to High
Sort the data numerically — low to high. Only characters 0 to 9 and decimal points — the period (.) on your keyboard — should be included in data that you will sort numerically.

Example of data sorted numerically:

$999	numeric value of $ is zero
HARRY	numeric value of H is zero
3	numeric value of 3 is 3
10	numeric value of 10 is 10

High to Low
Sort the data numerically — high to low. This sort is exactly like the low to high in reverse order.

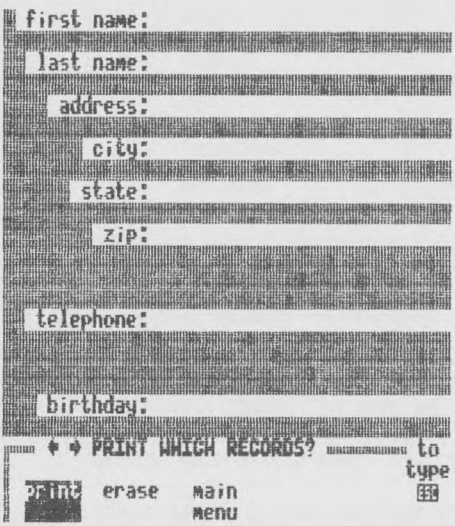
Main menu
Return to the *main menu* of options.

Records which have no data under the label chosen for alphabetic sorting will be sorted last. If you are sorting by first name, the records with no first name will be sorted so that they appear last on the file.

After you choose the type of sort you want, PBF will read all the records on the file and flash the record numbers on the screen as it reads. When all the records have been read, the actual sort will begin. It will take 10 seconds or less, depending on the number of records in the file. Pressing ESC while the records are being used will send you back to the *main menu.*

When the sort is completed, PBF will return you to the *main menu.* When you choose the options *find or edit records, print records, copy labels or records* and *quiz,* the records will appear in this sorted order.

Print records:
Print which records? sub-menu



The labels entered in *make or edit labels* are displayed on a blue screen. If you want PBF to print all the records in the file, simply choose the "print" option on the sub-menu.

Pressing ESC will bring you to the data entry mode, which will allow you to enter conditions under which a record should be printed.

The following options are presented at the sub-menu:

Print
Print all the records that meet the conditions specified. If no conditions are specified then all the records on the file will be printed.

Erase
Erase the conditions specified.

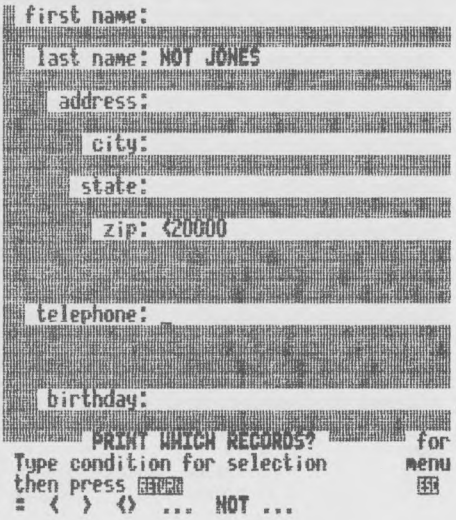
Main menu
Return to the *main menu* of options — that is, return to the main PBF

program. If you have one disk drive you will be asked to insert the program disk in the drive so that the program can be loaded.

You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

Print records:

Print which records? enter conditions for selection



You may enter as many conditions for selecting records as you have labels. There are six (6) types of possible conditions for selecting records from a file:

Possible Conditions.

---

1. = (number EQUAL TO)
Select records with a numeric value that is equal to the number specified for that label.

Example: size: =10
Outcome: All records with "size" equal to 10 will be selected.

---

2. <(number LESS THAN)
Select records with a numeric value that is less than the number specified for that label.

Example: miles: <4000
Outcome: All records with "miles" between 0 and 3999 will be selected.

3. >(number GREATER THAN)
Select records with a numeric value that is greater than the number specified for that label.

Example: due $: >199
Outcome: All records with "due $" more than 199 will be selected.

4. <>(number NOT EQUAL)
Select records with a numeric value that is not equal to the number specified for that label.

Example: part #: < >123
Outcome: All records with "part #" other than 123 will be selected.

5. (an exact match)
Select records that match the alphabetic, numeric or other characters specified for that label.

Example: state: CT
Outcome: All records with CT in "state" will be selected.

6. NOT (NOT a match)
Select records that do NOT match the alphabetic, numeric or other characters specified for that label.

Example: city: NOT NEW
Outcome: All records with NEW in "city" will NOT be selected — like NEW YORK, ONEWAY, NEWTON

Let's suppose that you wanted to print all the records on the file with zipcodes under 20000 except your friend Alex Jones' record (zipcode: 11021). Setting the conditions in the illustration above (last name: NOT JONES and zipcode: <20000) would allow you to select those records except Alex Jones (and of course, any other record with Jones as the last name).

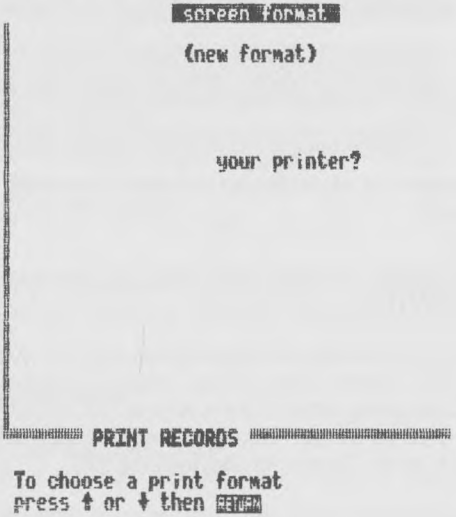
If instead of "NOT JONES" you typed "NOT JO" you would skip all the records with a "JO" anywhere in the last name — including JONES, JOHNSON and UPJOHN. If you typed "NOT N", you would skip all the records with "N" anywhere in the last name — including JONES, NEILSON, BROWN.

Print records:
Select a print format

PRINT is separate from the main PBF program.

- If you have one disk drive, you will be asked to place PBF in the drive so that PRINT RECORDS can be loaded. Then you will be asked to place your data disk in the drive so that the file of records for PRINT RECORDS can be read.

- If you have two disk drives and you keep PBF in drive 1 and your data disk in drive 2, PBF will do the loading and reading without asking you to do anything except wait a few seconds.



Format options:

Screen format
Records will be printed just as they appear on the screen.

(New format)
You will define a format for the printing of records. That format may be saved as a permanent part of the file.

Your printer?
You may enter information about your printer which might be different than the default information assumed by PBF. The information about your printer will be saved on your data disk.

1. 80 characters per line? (Y/N)

If you answer "N" then you will be asked
"How many characters? (40-132)"

You may enter any number between 40 and 132 as the number of characters per line.

2. Printer card in slot #1? (Y/N)

If you answer "N" then you will be asked
"Printer in which slot? (0-7)"

You may enter any number between 0 and 7 — except 6, the slot for the disk controller card.

3. Printer issues a linefeed? (Y/N)

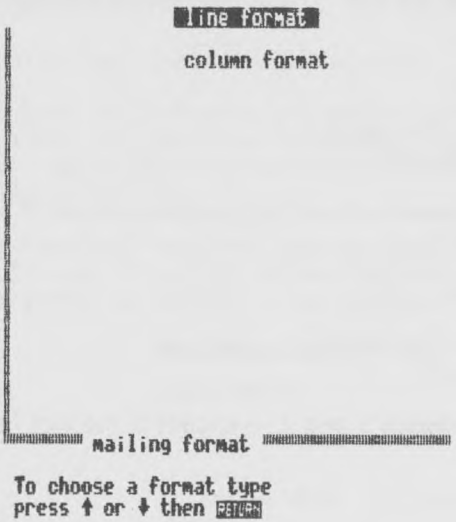
If you answer "N" then PBF will issue a linefeed.

Either your printer or the PBF program must issue a linefeed, otherwise all the lines printed will be on top of one another.

If you do not know whether your printer does issue a linefeed, do not worry. You will know as soon as you first *print records.* If all the printing is on one line, your printer does not issue a linefeed. (If the printing is on every other line, then both your printer and PBF are issuing linefeeds, and you should tell PBF that your printer does issue a linefeed so that PBF won't do so.)

If you choose the "new format" option, you will then name and define the new format. You may define up to 5 print formats for a file. First you will be asked to type the new format's name. The name may be 1 to 10 characters in length. Letters, numbers and special symbols — except comma (,) colon (:) and quote (") — may be used.

In the example below, the name "mailing" was given as the new format name.



Print records:

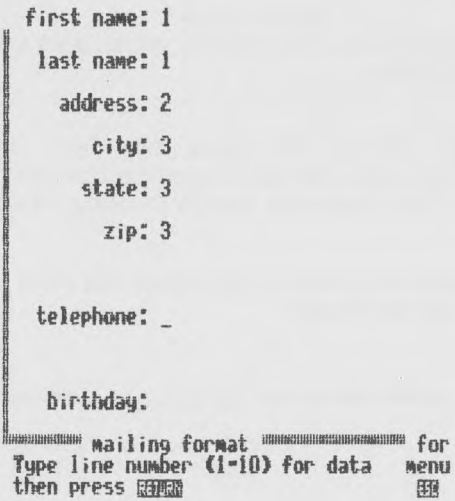
Select a print format type

Line format
Records will be printed on multiple lines. You specify which data you want from which labels and on which lines.

Column format
Records will be printed in column format. The labels of the form will be used as column headings. Each record's data will be printed on a single line at "tab" settings specified by you. You may also specify printing totals for any or all columns.

In both types of formats, the data from each record does not have to be printed in the order it appears on the record.

Print records:
Enter line format



In the mailing format above, first name and last name will be printed on line 1, street on line 2, and city, state and zipcode on line 3 — with two blanks between the data for each label:

Record printed:

ALEX JONES
321 RIVER ROAD
RIVERSIDE CT 11021

Before saving the print format, PBF will ask

"10 lines per record? (Y/N)"

The "Y" is highlighted as the default answer to the question. If you type "N" then PBF will ask:

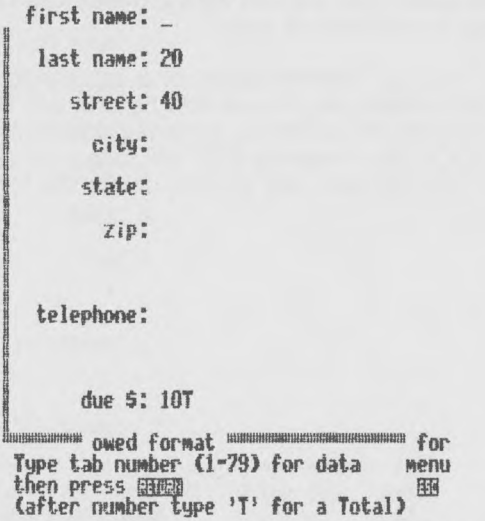
"Lines per record? (1-66)"

On many commercial mailing labels, for example, the records should be printed 6 or 7 lines apart, so that the information prints on the labels. Depending on the design and purpose of your format, you may print records anywhere from 1 to 66 lines apart. (66 is given as the maximum because there are 66 lines of printing on a standard page.)

With a line format like the "mailing" format above or a column format like the "owed" format below, only data you choose will be printed. The "mailing" format will not print the telephone or birthday data from the records on the ADDRESS BOOK file. Pressing ESC will take you to the sub-menu which will allow you to print, save the format, delete the format or return to the *main menu.*

Print records:

Enter column format



In this example, the ADDRESS BOOK file has been adapted for a paper route. (The label "due $" replaces "birthday".)

Instead of entering line numbers for data, you enter tab numbers — the number of spaces from the edge of the paper where printing is to begin.

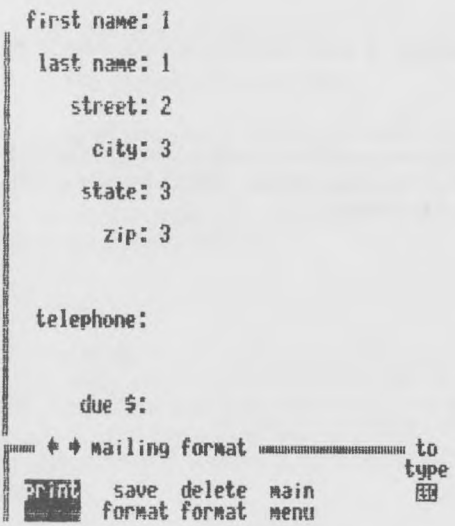
Here due $ will be printed at tab 10 (and the dollars will be totalled), the last name will be printed at tab 20, and the street at tab 40.

Records printed:

tab 10	tab 20	tab 40
DUE $	LAST NAME	STREET
8.00	BROWN	317 RIVER ROAD
2.00	JONES	321 RIVER ROAD
6.00	THOMAS	15 MAPLE AVENUE
16.00		

Pressing ESC will take you to the sub-menu which will allow you to print, save the format, delete the format or return to the *main menu.*

Print records:
Sub-menu



Pressing ESC will bring you to the data entry mode, which will allow you to enter or edit your print format.

The following options are presented on the sub-menu:

Print
If you are printing in a column format, PBF will allow you to "Enter A Title" to be printed on your report.

After PBF asks:

"Is your printer on? (Y/N)"

With the "Y" highlighted as the default answer to the question, it will begin to print the records selected from the file. Pressing ESC before the end of the print will stop the printing and bring you back to "Print Which Records?"

Save format
Save the format. You may save up to 5 print formats for a file. You must save any new format in order to print.

Delete format
Delete the format — either because it does not meet your needs or to make room for another format.

Main menu
Return to the *main menu* of options — that is, return to the main PBF program. If you have one disk drive you will be asked to place PBF in the drive so that the program can be loaded.

Copy labels or records:

Why copy?

There are three reasons to *copy labels or records:*

1. To create a file like an existing file:

To begin a file with the same labels for data and print formats you have already made for an existing file. For example, if you have a name and address file ADDRESS BOOK and you want to begin a similar file for club members, you might copy the labels and print formats and then begin to add records to your new club file.

2. To split a file:

If a file gets too long — (there is a maximum of 250 records in a file) — you might want to copy some of the records on to a new file. For example, if your STAMP collection file gets too long, you could copy all the foreign stamp records onto a new FOREIGN STAMP file. (You should also then copy all the U.S. stamps onto a new U.S. STAMP file, and then delete the original STAMP file.)

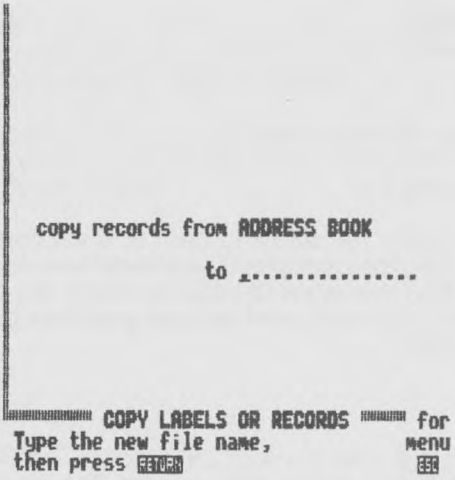
3. To shorten and organize a file:

When you delete records, the file does not really get shorter. The places where you deleted records are where new records are added. You can remove all those empty spaces by copying your file onto a new file, and then deleting the original file. The new file will be shorter — and the records will be copied in the order of the last sort.

Copy labels or records means copying from file to file on one data disk. It is not intended for creating back-up copies of your files. To make back-up copies, use the COPYA or FID programs on the DOS SYSTEM MASTER disk, which came with your Apple computer.

PBF will allow you to copy

- If there is room on the disk to create a new file, and
- If there are less than 10 files on the data disk.



You may type any name for the new file not already assigned to another file on the data disk. A file name may be 1 to 16 characters in length. Letters numbers and special symbols — except comma (,) colon (:) and quote (") — may be used.

Copy labels or records:

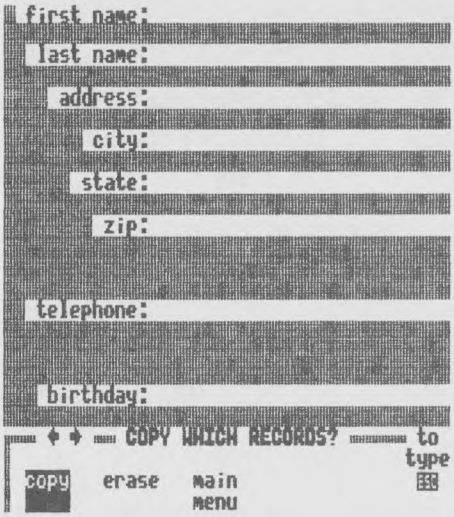
Copy which records? sub-menu

After you have entered the name for the new file, PBF will ask:

"Only labels and formats? (Y/N)"

Since the "Y" is highlighted as the default answer to the question, if want to copy records as well as the labels and print formats, type "N".

If you only want to copy the labels and print formats, PBF will begin to copy. If you want to copy some or all of the records from the file, PBF allows you to specify the conditions under which records will be selected and copied.



The labels entered in *make or edit labels* are displayed on a blue screen. If you want PBF to copy and display all the records in the file, simply choose the "copy" option on the sub-menu.

Pressing ESC will bring you to the data entry mode, which will allow you to enter conditions under which a record should be found.

The following options are presented at the sub-menu:

Copy
Copy all the records that meet the conditions specified. If no conditions are specified then all the records on the file will be copied.

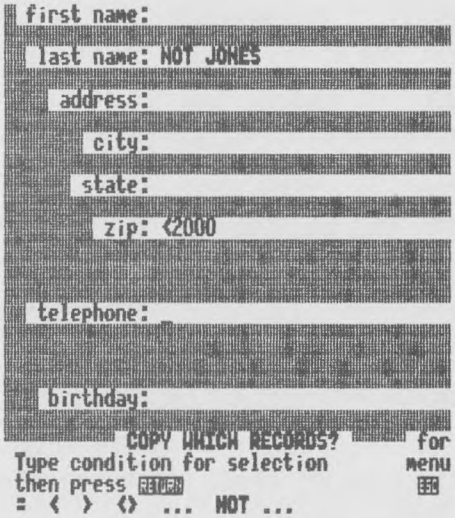
Erase
Erase the conditions specified.

Main menu
Return to the *main menu* of options.

You move the cursor on the sub-menu at the bottom of the screen by pressing the left and right arrow keys until the option of your choice is highlighted.

Copy labels or records:

Copy which records? enter conditions for selection



You may enter as many conditions for selecting records as you have labels. There are six (6) types of possible conditions for selecting records from a file:

Possible Conditions.

---

1. = (number EQUAL TO)
Select records with a numeric value that is equal to the number specified for that label.

Example: size: =10
Outcome: All records with "size" equal to 10 will be selected.

---

2. < (number LESS THAN)
Select records with a numeric value that is less than the number specified for that label.

Example: miles: <40000
Outcome: All records with "miles" between 0 and 39999 will be selected.

3. >(number GREATER THAN)
Select records with a numeric value that is greater than the number specified for that label.

Example: due $: >199.99
Outcome: All records with "due $" 200 or more will be selected.

4. <>(number NOT EQUAL)
Select records with a numeric value that is not equal to the number specified for that label.

Example: part #: < >1234
Outcome: All records with "part #" other than 1234 will be selected.

5. (an exact match)
Select records that match the alphabetic, numeric or other characters specified for that label.

Example: state: CT
Outcome: All records with CT in "state" will be selected

6. NOT (NOT a match)
Select records that do NOT match the alphabetic, numeric or other characters specified for that label.

Example: city: NOT NEW
Outcome: All records with NEW in "city" will NOT be selected — like NEW YORK, ONEWAY, NEWTON

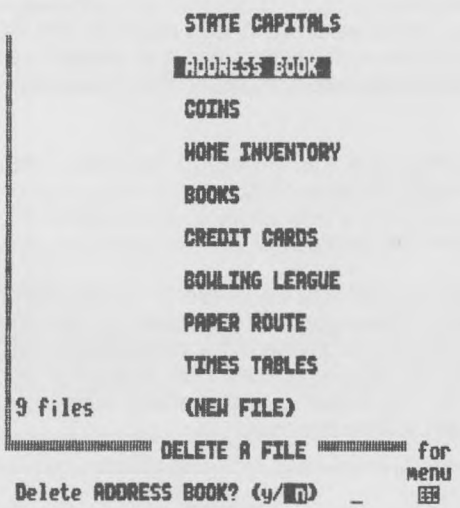
Let's suppose that you wanted to copy all the records on the file with zipcodes under 20000 except your friend Alex Jones' record (zipcode: 11021). Setting the above conditions would allow you to select those records except Alex Jones (and of course, any other record with Jones as the last name).

If instead of "NOT JONES" you typed "NOT JO" you would skip all the records with a "JO" anywhere in the last name — including JONES, JOHNSON and UPJOHN. If you typed "NOT N", you would skip all the records with "N" anywhere in the last name — including JONES, NEILSON, BROWN.

After you set up the conditions — if any — PBF will begin to copy the file. The record numbers and the records themselves will flash on the screen.

When the copying is completed, the number of records copied will be displayed.

Delete a file:



DELETE A FILE allows you to remove an entire file from the data disk — a file you no longer want to keep, or a file you have copied over onto one or more new files.

Individual records can be deleted by choosing the *find or edit records* option on the *main menu.*

For safety, PBF highlights the "N" as the default answer to the question

"Delete (the file name)? (Y/N)"

If you want to delete the file, type "Y". Again for safety, PBF will ask:

"Are you sure? (Y/N)"

Again, the default answer is "N": If you type "Y" the file will be deleted.

Quiz

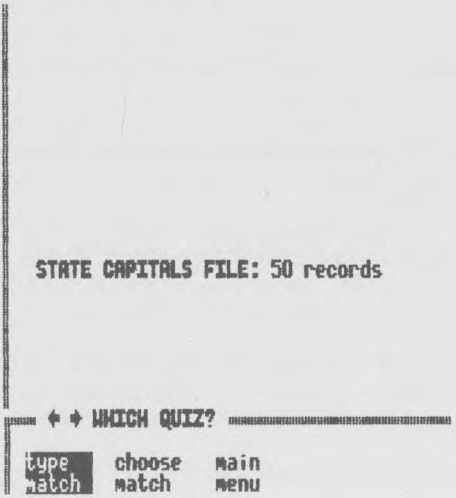
You may set up a quiz for any file. Throughout this manual, the ADDRESS BOOK file has been used as an example. Although, it is possible to have a quiz on your friend's birthdays or zipcodes, another file is a better example for quiz.

Quiz requires 10 or more records on a file. If you do not have enough records, PBF will not allow you to choose *quiz*.

Quiz is separate from the main PBF program.

- If you have one disk drive, you will be asked to place PBF in the drive so that *quiz* can be loaded. Then you will be asked to place your data disk in the drive so that the file of records for *quiz* can be read.
- If you have two disk drives and you keep PBF in drive 1 and your data disk in drive 2, PBF will do the loading and reading without asking you to do anything except wait a few seconds.

There are two kinds of quizzes: Type match and choose match. They are options on the first quiz sub-menu.



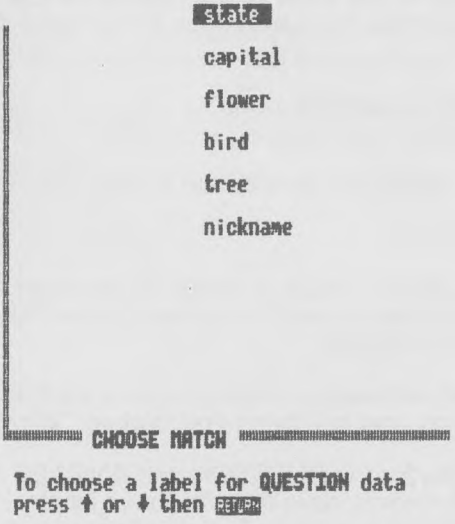
Type match
A fill-in-the-blanks quiz, where you type the match to the data on the record. You are given two tries to type in the correct answer.

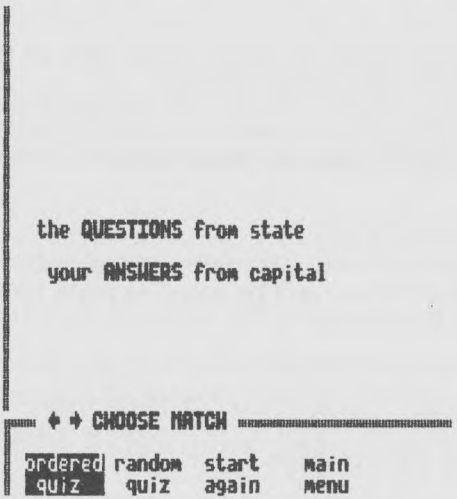
Choose match
A multiple choice quiz, where you choose the match out of four possible answers.

Main menu
Return to the *main menu* of options — that is, return to the main PBF program. If you have one disk drive you will be asked to place PBF in the drive so that the program can be loaded.

After you choose the kind of quiz — type match or choose match — you will be asked to select two labels: one for the QUESTIONS to be asked by PBF and one for your ANSWERS to the questions.

After you choose the labels for QUESTION and ANSWER data, you may then select either an ordered or random quiz from a second sub-menu.





Ordered quiz
The questions will be presented in the order of the records on the file. If the file has been sorted, the order of the last sort will be the order of the quiz.

Random quiz
The questions will be presented in random order.

Start again
Return to the first sub-menu, where you choose the kind of quiz — type match or choose match.

Main menu
Return to the *main menu* of options — that is, return to the main PBF program. If you have one disk drive you will be asked to place PBF in the drive so that the program can be loaded.

Before the quiz can begin, PBF will read all the records on the file. Pressing ESC while the records are being read will bring you back to "Which Quiz?"

Any record on the file with data for the QUESTION and ANSWER labels will be part of quiz. If less than 10 records have data for those labels, PBF will bring you back to the beginning of quiz and allow you to set up another quiz.

You may stop quiz at any point by pressing ESC. Your score for the quiz will be displayed.

When you complete an entire quiz, the screen will turn blue, and questions you did not answer correctly on the first try will be reviewed. As you review, your score will improve as you answer questions correctly.

After the quiz and review — if any, your score for the quiz will be displayed, and you may set up another type match or choose match quiz. If you use the same labels for QUESTIONS and ANSWERS, PBF will not need to read the records on the file again.

A word about quiz scoring:

- Type match: If you type the answer correctly on the first or second try, one is added to the RIGHT count. However, if your first try was incorrect that question will be repeated in the review.

  In the review your RIGHT score will increase (and WRONG score decrease) only for correct answers to questions previously answered incorrectly on both tries.

- Choose match: Each correct answer will increase your RIGHT score and each incorrect answer will increase your WRONG score.

  Questions which you missed are repeated in the review. A correct answer in the review will increase your RIGHT score and decrease your WRONG score.

Alphabetical listing of error messages.

Disk error in reading or writing.
This error can occur if you do not close the disk drive or if something has happened to your data disk or the Phi Beta Filer disk. Make sure the disk drive is closed, and try again.

Disk file — (file name) — locked.
This error can occur only if you "LOCK" a file yourself. Phi Beta Filer will never "LOCK" a file, but you might "LOCK" a file on your data disk using another program or the DOS "LOCK" command.

Disk full.
Phi Beta Filer will check to see if there is enough disk space to add a record or create a new file. However, during *copy labels or records,* Phi Beta Filer cannot determine in advance from the conditions you set up for selecting which records to copy how many records you will be copying. If during the copying of records the disk becomes full, you will get this error message. The new file will be created, but only the form and print formats will be present on the file.

Disk write protected.
This error can occur only if you place a WRITE PROTECT sticker on your data disk and then instruct Phi Beta Filer to add information to that disk. Remove the WRITE PROTECT sticker.

Duplicate file name.
In *select a file,* if you choose the (NEW FILE) option, or in *copy labels or records,* Phi Beta Filer will ask the name of a new file. If you type a name that is already assigned to another file on your data disk you will get this error message. Type a different name for the new file.

Duplicate format name.
In *print records* you may create up to 5 print formats. If you type a name for a new format that you have already assigned to another format for the file, you will get this error message. Type a different name for the new format.

File full — 250 records.
Phi Beta Filer has a maximum of 250 records per file. If you try to add a 251st record, you will get this error message.

No format to save.
In *print records* you have attempted to save a blank format — a line format with no line numbers or a column format with no tab positions.

No labels for data.
Phi Beta Filer does not consider a file to exist if you have not made and saved labels. You will get this error message if you try to *add records, print records, copy labels or records,* or *delete a file,* for which no labels have been made and saved.

No labels to save.
In *make or edit labels* you have attempted to save labels when no labels have been made. You must make at least one label for data. Remember, you may always change the labels, so you can make temporary labels.

No records in (file name) file.
You have tried to *find or edit records, sort records, print records,* or select *quiz* with no records in your file.

Not enough disk space.
When you attempt to *add records* or *copy labels or records* if there is not enough space left on your data disk Phi Beta Filer will give you this message.

Only (number) records with enough data.
If in *quiz* you choose QUESTION or ANSWER labels for which less than 10 records on your file contain data, a quiz can not be set up. You may choose other labels which contain more data, or leave *quiz* and *add records* or *find or edit records* to add more data for the QUESTION and/or ANSWER labels.

Undefined format.
In *print records,* you have attempted to print with a line format with no line numbers or a column format with no tab positions.

You need 10 records for quiz.
If you choose *quiz* for a file with less than 10 records, you will get this error message. Add some records to the file.

10 files on this disk — maximum.
You tried to *copy labels or records* when there were already 10 files on your data disk. Either delete a file from your disk, or make a back-up copy of your disk using the DOS SYSTEM MASTER disk program COPYA or FID, and make room on this new data disk for another file.

(number) character maximum.
If you try to enter information longer than the maximum number of characters below, you will get this error message.

24 characters for data in record
16 characters for file names
10 characters for labels and print format names
1 to 3 characters for answers to questions

Technical Notes.

After you have been using PBF for a while, you may want to transfer files from one disk to another. This is not an option inside PBF; however, every Apple disk drive system is shipped with a "DOS 3.3 System Master" disk which gives you that capability with a program called "FID." To find out how to use FID, see page 183 of the Apple II "The DOS Manual" or page 84 of the Apple II "DOS User's Manual for II, II+, IIe."

The following information will help you use FID to move your PBF files. Suppose you have a file named "ADDRESSES":

1. R.ADDRESSES is the file that contains all the records that were entered into "ADDRESSES". The records in the file are in the order that you entered the information into ADDRESSES, and not necessarily the order in which the records are displayed during "find."

2. PBF places a Control R between the R and the Period in R.ADDRESSES. This is used by PBF to mark which files on a disk are actually PBF files. Therefore, the actual name of the file R.ADDRESSES is really R<Control R>.ADDRESSES. The Control R keystroke will not show in an ordinary catalog listing of the disk; however, the name must be typed in with the Control R when FID asks what program you want transferred.

3. S.ADDRESSES is the file that contains the order of the records for R.ADDRESSES after it has been sorted. If it has not been sorted, there will not be an S.ADDRESSES. The sort file S.ADDRESSES does not have any control characters in its name. If you copy R.ADDRESSES with FID and you want it to have the same order it had on the original disk, you must also copy S.ADDRESSES.

4. After you make a duplicate "copy" of R.ADDRESSES using the *copy labels or records* option of PBF, the S.ADDRESSES file is not needed. This is because during copy the records are transferred in the order specified by S.ADDRESSES.

The *copy labels or records* function of PBF is also used to "clean out" a file. It will physically remove all deleted records. The original file still contains the deleted records until they are written over by new records.

5. On your data disk is a file called PRINTER. This contains the printer information. If you use a data disk of your own that does not have this file, Phi Beta Filer defaults to the following printer set-up:

80 columns
Slot 1 for printer card
Yes to line feeds

If you want a different set-up you must use the YOUR PRINTER? option in the *print records* section of the program. For further information see the Print Records: Select a Print Format section of this manual.

Replacement Policy and Disclaimer of All Warranties and Liability.

Scarborough Systems, Inc., LizzyCorp and Elizabeth Levin make no warranties, either expressed or implied, with respect to the software described in this manual, its quality, performance, merchantability or fitness for any particular purpose. This software is licensed "as is." The entire risk as to the quality and performance of the software is with the buyer. In no event will Scarborough Systems, Inc., LizzyCorp or Elizabeth Levin be liable for direct, indirect, incidental or consequential damages resulting from any defect in the software even if they have been advised of the possibility of such damages. Some states do not allow the exclusion or limitation of implied warranties or liabilities for incidental or consequential damages; so this limitation or exclusion may not apply to you.

If, during the first thirty days after you have purchased Phi Beta Filer, it should fail to boot, you may return it to your dealer or to Scarborough Systems, Inc. for a free replacement copy. Your dated purchase receipt must be included with your claim. If your disk fails to boot or becomes damaged after thirty days, you may return it to Scarborough Systems, Inc. along with a check or money order in the amount of $5.00 payable to Scarborough Systems, Inc. We will then send you a new copy of Phi Beta Filer.

Scarborough Systems, Inc.
25 North Broadway
Tarrytown, New York 10591 U.S.A.

Apple makes no warranties, either express or implied, regarding this computer software package, its its merchantability or its fitness for any particular purpose. The exclusion of any implied warranties is not permitted by some states. The above exclusion may not apply to you. This warranty provides you with specific legal rights. There may be other rights you may have which vary from state to state.

Cut along dotted line.

Proof of Purchase.

This coupon certifies that I have purchased Phi Beta Filer by Scarborough Systems and LizzyCorp.

Signature _____

Your data disk.

A word about Scarborough and Phi Beta Filer™.

The Scarborough objective is to create software that may be utilized by everyone—instantly. With Scarborough, every step of the learning process is fun.

This program is the product of extensive design, testing and evaluation by the authors, leading educators and individuals within the appropriate age levels.

Software from Scarborough takes full advantage of the capabilities of your computer by means of simple command structures, inviting graphics and animation. These programs will progress from simple to complex theories in easy-to-grasp steps that are always entertaining.

Scarborough.